

# APPENDIX A

## ORDER OF PROCEEDINGS AT MEETINGS OF SYNOD

1. COMMENCEMENT & BISHOP'S CHARGE
  - A. The First Sitting of the Synod in each Session shall be preceded by a Celebration of Holy Communion.
  - B. The Bishop shall deliver his or her Charge either during this Service or after the election of Officers.
  - C. The Collection at the Offertory on this occasion shall be devoted to such objects as the Bishop shall designate.
  
2. ORDER PAPER
  - A. On the first day of Synod, the Bishop shall appoint an Agenda Committee of two to serve with the Secretary in drawing up the order of business for each day.
  - B. Notwithstanding Section 9, such Committee may adapt the Order of Proceedings to fit the special circumstances of each Session of Synod.
  
3. SITTING OF SYNOD

The Ordinary Sittings of the Synod shall be as set out in the circular and subject to change by the Chairperson as circumstances warrant.
  
4. OPENING OF SYNOD
  - A. The Synod shall be opened by the Bishop or his or her Deputy, taking the Chair and calling the meeting to order.
  - B. The Secretary shall then call out the names of the Clerics entitled to seats, and enter in the Journal the names of those Clerics present.
  - C. The Secretary shall then call out the names of the Lay Delegates duly appointed, and, the roll having been called, enter in the Journal the names of those Delegates present.
  - D. The Secretary shall report all cases of irregular or defective certificates, to be referred to a Committee of two members appointed by the Chairperson. The Secretary together with the Committee shall examine the Certificates and report thereon. The decision to admit or exclude each such delegate shall be made by Synod.
  - E. The Treasurer of the Synod shall present a list of those Parishes in good standing in respect of their contribution to the Synod Funds, together with a list of those Parishes at present in arrears, and the Secretary shall affix thereto the names of the respective Delegates. This list, amended by the Treasurer, to the date of sitting, shall be conclusive as to the right of any Delegate named therein to take his or her seat during the Session in so far as the qualification of payment to the Synod Funds is concerned.

5. ELECTION OF OFFICERS

- A. Should the office of the Registrar or Treasurer be vacant and following the presentation of the Report of the Nominating Committee, Synod shall proceed to fill the vacancy by election.
- B. Should the office of Secretary or Assistant Secretary be vacant or should the office holder have served in that position for three consecutive Ordinary Synods and following the Report of the Nominating Committee, Synod shall hold an election to fill the position(s).
- C. The office holders so elected will be appointed to the office immediately upon election in the case of a vacancy or up to three months following the prorogation of Synod in the case of a holder elected to replace either the Secretary or the Assistant Secretary who has filled the maximum term.
- D. In the case of a vacancy between ordinary Synods, the Bishop shall appoint an office holder to serve pro tem. until the next Ordinary Synod.

6. PRIVILEGES OF THE HOUSE

Following the election of officers, if that was necessary, the Synod shall recognize and grant Privileges of the House to others at this time or as required at any time during any sitting of Synod.

7. APPOINTMENT OF COMMITTEES

The names of members appointed by the Bishop to the various sessional Committees of Synod shall be announced.

8. ELECTION TO DIOCESAN COUNCILS AND BOARDS

Following the presentation of the Report of the Nominating Committee, Synod shall elect such members to the various Councils and Boards as are provided for in the Canons and Constitution.

9. HEADS OF COMMITTEES AND VACANCIES

- A. Whenever a Committee is appointed, a chairperson shall be named. In the event of there being no such nomination, the first person on the list shall be Convenor, and the Committee shall elect its own chairperson.
- B. A vacancy on any committee, board, council or task force is deemed to have occurred if any elected member fails to attend two consecutive meetings without being excused and minuted as such by that committee, board, council or taskforce. If a vacancy, caused by death, resignation or some other circumstance should occur among the members of a Committee appointed by the Synod or by the Diocesan Executive Council, and unless otherwise provided for by the canons, the Bishop shall appoint a person for the unexpired period.

- C. Meetings of Committees and Boards of Synod are normally open to all members of the diocese; the Chair may invite guests and resource persons as necessary. Privileges of the House may be granted to any or all present by vote of the committee.
- D. Appendix B of the canons titled “Rules and Orders at Meetings of Synod” shall apply to all Committees, Boards and Councils of Synod with the exception of articles 3 and 22 or where otherwise provided for by the canons.”

#### 10. DAILY ORDER OF BUSINESS

Following the election of Officers, the business of Synod shall be placed on the Agenda and disposed of, on this and each day of the Session, in the following order:

- A. reading, correction and adoption of the minutes;
- B. reading and dealing with correspondence;
- C. reading and dealing with Petitions and Memorials;
- D. giving Notices of Motions already received as required by Canon 6;
- E. considering any other business already received as required by Canon 7 (Duties of Secretary);
- F. presenting Reports and proposing action thereon;
- G. reading and considering, if required, Reports previously presented;
- H. considering any other business.

#### 11. BALLOTING FOR GENERAL AND PROVINCIAL SYNOD DELEGATES

- A. On the second day of Synod, between the hours of twelve thirty and two, p.m., shall take place the balloting for the election of Delegates to the General Synod and to the Provincial Synod, and of the ten clerics forming the Board of Triers.
- B. The scrutineers shall check off the names of those casting their ballots.

#### 12. SCHEDULE OF ENACTMENTS

Before the prorogation of each Session of a Synod, a Schedule of all Enactments which have been adopted and sanctioned at such Session shall be read and signed by the Bishop, and an entry thereof made in the minutes. All motions must have the assent of the Bishop before coming into effect, the Bishop’s signature being evidence of his assent.

#### 13. NOMINATING COMMITTEE

- A. At least 60 days before Synod convenes, the Diocesan Executive Council shall appoint a Nominating Committee to consider and recommend to Synod the names of Clerical and Lay Delegates to serve on the various standing Committees and Boards, as required by the Constitution and Canons of the Diocese.
- B. At least 30 days before Synod convenes, the Rural Deans shall notify the Nominating Committee of the names of Clerical and Lay Delegates for nomination to serve on these Boards, Committees and Councils.

## **APPENDIX B**

### **RULES AND ORDERS AT MEETINGS OF SYNOD**

1. CALL TO ORDER

Upon the Bishop or other presiding officer taking the Chair, the meeting shall be called to order.

2. OPENING EXERCISES

The meeting shall be opened with prayer.

3. QUORUM

A quorum of the Synod at its Ordinary meetings shall consist of not less than one-fourth of the Clerics and of the Lay Delegates respectively.

4. MINUTES

Following verification and declaration of quorum, the minutes of the proceedings at the previous Session of the Synod shall be examined, amended at need, and approved.

5. POINTS OF ORDER

All points of Order shall be decided by the Chairperson.

6. WITHDRAWAL OF NON-MEMBERS

The Chairperson may require at any time that all non-members withdraw, and that proceedings be suspended until they do so.

7. SUSPENSION OF THE RULES OF ORDER

Any Rule of Order, except numbers 3 and 22 may be suspended by the consent of two-thirds of the members present and voting.

8. CALL TO ORDER

Any person called to order when speaking shall immediately be seated, and not rise again until the point of order has been determined.

9. MANIFESTATION OF FEELING

No manifestation of feeling, such as applause or dissatisfaction, shall be in order.

10. MOTIONS TO BE CONSIDERED

No motion shall be considered as before Synod (excepting such as proposed by the Bishop or one of the committees of Synod) unless duly seconded and previously reduced to writing.

11. SPEAKING TO MOTIONS

- A. No member shall speak more than once to the same motion, unless in explanation of his or her previous remarks. An exception shall be made for the mover of the original motion, who shall be permitted to reply; and
- B. no member, in addressing the Synod, shall introduce into the discussion matter foreign to the subject. Such members shall be called to order;
- C. if possible, speakers shall alternate between lay and clergy.

12. DISPOSITION OF MOTIONS

When a question is under consideration, no other motion shall be received, with the exception of motions

- A. to amend, or
- B. to commit it, or
- C. to postpone it to a certain day, or
- D. to adjourn Synod

13. WITHDRAWAL OF MOTIONS

Once a motion has been read to the Synod from the Chair, it shall not be withdrawn by the mover without the consent of the meeting.

14. AMENDMENT OF MOTIONS

- A. Once an amendment has been proposed and is under consideration, no new amendment shall be received, and
- B. only one sub-amendment shall be allowed at a time.

15. DECISIONS ON AMENDMENTS

All sub-amendments and amendments shall be voted upon in that order before the original motion be put to the Synod.

16. THE RIGHT TO HAVE MOTIONS READ

At any time during debate, any member shall have the right to require that the motion or other matter under discussion be read for information.

17. QUESTIONS FROM THE CHAIR

- A. While any question is being put from the Chair, the members remain seated and preserve silence.
- B. When the question is put, no member may retire until the motion has been disposed of.

18. VOTING

In voting, those voting in the affirmative shall vote first, followed by those voting in the negative. When voting by orders, the order of laity shall be called on to vote first.

19. RE-INTRODUCTION OF QUESTIONS

A question having been once determined shall not be discussed again in the same session.

20. PROTEST, DISSENT AND RECORDED VOTES

No protest or dissent shall be entered in the minutes of proceedings; however, upon request by any three members, the number of affirmative and of negative votes, and the names of those so voting, shall be recorded.

21. COMMITTEE REPORTS

- A. Reports of all committees shall be made in writing, signed by the Chairperson of Synod, and received, according to ordinary procedure, without a motion for their acceptance, unless re-committed by vote of the Synod.
- B. All reports recommending or requiring any action or expression of opinion by Synod, shall be accompanied by a motion for the recommended action of the House thereon.

22. NOTICE IN CASE OF AMENDMENT TO CANON

No Canon or alteration of a Canon shall be brought forward at any session of Synod without it first having been submitted to a meeting of the Diocesan Executive Council, and subsequently printed and circulated among all delegates to Synod at least 30 days prior to its meeting. In the event of a Canon or an alteration of a Canon being submitted to the Secretary of Synod three months (90 days) before Synod but after the last Diocesan Executive Council meeting, the Bishop will call a special meeting of the Diocesan Executive Council to submit the resolution(s).